

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Personal Trainer (Seasonal)	<u>Revision Date:</u>	02/14
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	50914

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, assists patrons in establish and reaching their fitness and wellness goals.

III. Essential Duties:

- Provide workouts and routines to assist patrons in fitness and wellness goals.
- Implement and monitor assigned programs to ensure the success of the program and the safety and enjoyment of those participating.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Plan and develop new weight room programs to meet the needs of The Center.
- Motivate patrons and establish effective fitness plans.
- Assist in evaluation schedules and techniques to determine the level of success in achieving program objectives.
- Prepare and complete all record and reports regarding facility needs, program participation, and facility usage.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Administer the risk management and safety program by regular inspection of activity site and equipment.
- Prepare and monitor budget estimates for activity programs.
- Inventory activity equipment and supplies.
- Adjust schedules to accommodate new or existing patrons.
- Keep abreast of latest research and exercise techniques.
- Obtain required annual/biannual continuing education credits.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent.

**Experience:** Minimum one year experience in personal training preferred. Must have knowledge and understanding of fitness instruction, techniques and design.

**Certifications/Licenses:** Valid Utah Driver's License is required. Requires AFAA, ACE, ACSM, NFPT or NASM certifications. Current certification in CPR, or must obtain within 30 days of hire.

**Knowledge of:** Strong knowledge of exercise physiology, anatomy, kinesiology (in depth knowledge required of assigned activities); current methods and physiological principles involved with personal training principles of recreational programming. Full understanding of all exercise equipment and proper operations.

**Responsibility for:** Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction.

**Communication Skills:** Contacts requiring tact and judgment to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups.

**Tool, Machine, Equipment Operation:** Regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport.

**Analytical Ability:** Follow written and verbal instruction.

VI. Working Conditions:

*Physical Demands:* Moderate to heavy physical exertion is required due to performance of physical activities; frequent bending, stooping, kneeling, or spotting of participants is required.

*Work Environment:* Generally comfortable working conditions; moderate noise level; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_